GHQ/SCAP Records(RG 331)
Description of contents

THE NATIONAL ARCHIVES OF THE UNITED STATES

(1) Box no. 2242

(2) Folder title/number : (10)
Intelligence Guide

(3) Date : ?

(4) Subject :

Classification	Type of record
021	d

(5) Item description and comment :

(6) Reproduction : Yes No

(7) Film no. Sheet no.

RESTRICTED

INTELLIGENCE

GUIDE

RESTRICTED

Page

1. LIST OF TRAINING FILMS, FILM BULLETINS, TRAINING MANUALS AND TECHNICAL MANUALS.

3. FLOW OF INTELLIGENCE DATA

4. MESSAGE FORM AND BASIS OF WRITING

5. CREDIBILITY RATING OF MESSAGE

6. JOURNAL EXAMPLE AND FORM

7. WORKSHEET EXAMPLE

8. EXAMPLE ESSENTIAL ELEMENTS OF INFORMATION

9. UNIT REPORT

10. PERIODIC REPORT

11. ESTIMATE OF ENEMY SITUATION, S-2

12. COMMANDER'S ESTIMATE OF SITUATION

13. WRITTEN FIELD ORDER

14. BRIEFING A PATROL

15. CLASSIFIED MILITARY INFORMATION (380-5)

17. SYMBOLS OF NAVAL CRAFT

INTELLIGENCE:

Air		FM 1-40
Artillery, Antiaircraft		FM 44-8
Combat	TC 54, 1944	FM 30-5
Corps Area		TM 30-220

COUNTER

Corps		TM 30-215
Investigate Reports		TM 30-218
Subversive Instructions		TM 30-205

MILITARY

Censorship	TC 15, 66, 1943	FM 30-28
Communications Security		TC 71, 1943
Correspondents		FM 30-26
Counterintelligence		FM 30-35
Documents		FM 30-15
Maps		FM 30-20
Material, Enemy		FM 30-15
Observers		FM 30-27
Observation		FM 30-10
Personal, Enemy		FM 30-15
Photography, Aerial		FM 30-21
Repatriates		FM 30-15
Service Specialists		FM 30-27
Signal Corps		FM 11-35
Signs and Symbols	FM 30-22	FM 21-30

COMPASSES:

M2	TM 9-1596
ML-197	TM 11-423
Dummy Training	TC 76, 1943
Prismatic	TM 9-1595
Use	FM 21-75

MAPS:

Intelligence	FM 30-20
Reading	TB 21-25-1, 21-26-1
Advance	FM 21-26
Elementary	FM 21-25
Training	TC 6,51,1944
Reproduction	TM 5-245

OBSERVATION:

Forward	FM 6-135
Military Intelligence	FM 30-10

PHOTOGRAPH READING AERIAL: FM 21-25, 21-26, TB 21-25-1, TB 21-26-1

Aerial Interpretation	TM 5-246
Censorship	TC 15, 66, 1943

SCOUTING FM 21-75

TRAINING FILMS

TF Serial No.		Running time (min)
30-1334	Information Please	34
6-61	Panaromic Sketching	
9-200	Identification of German Material, Sm Arms	
5-1270	Map Reading, British Conventional Signs and Symbols	21
30-0334	Interrogation of Prisoners	
FB 80	Japanese Weapons	
7-2055	Combat Patrols	33
19-1360	Handling Prisoners of War	28
324	Safeguarding Military Information	11
30-1315	Postal Censorship	18
11-2044	Radio Transmission Security	29
1-3326	Interrogation of Enemy Airman	30
1-3327	Air Force Intelligence	

TRAINING FILMS

TF Serial No.	Name	Running Time (min)
1-3340	Photo Intelligence in Damage Assessments	30
5-12	Map Reading	23
5-954	Enemy Booby Traps	27
7-233	Determining Direction in the Field	9
7-234	Use of Natural Cover and Concealment	18
7-275	Operations of a Reconnaissance Patrol at Night	39
7-280	Reconnaissance Scout	10
7-318	Platoon Scouts	11
7-637	Know Your Enemy - Airborne Troops	22
11-205	Safeguarding Military Information - Cryptographic	21
11-225	Interrogation of Prisoners	37
11-321	Combat Intelligence	20
11-324	Safeguarding Military Information	12
11-325	Safeguarding and Proper Handling of Classified Material	18
11-382	Know Your Enemy	44
21-1289	Locating the Enemy	17
21-2025	Scouting and Patrolling. Part III - Mech. Patrol	73
30-938	Blabbermouth	19
30-949	Don't Talk	21

C O L L A T I O N

_____ THE PURPOSE OF COLLATION IS THE ARRANGEMENT OF INFORMATION IN A SYSTEMATIC MANNER SO AS TO FACILITATE ITS USE BY THE G-2. THE PROCESS INVOLVES THE SORTING AND GROUPING OF INFORMATION BY CLASSIFICATION SO THAT ITEMS OF THE SAME TYPE MAY BE KEPT TOGETHER FOR CONVENIENCE OF COMPARISON AND STUDY.

E V A L U A T I O N

_____ THE PURPOSE OF EVALUATION OF INFORMATION IS TO DETERMINE ITS PROBABLE ACCURACY, SIGNIFICANCE AND IMPORTANCE AFTER CRITICAL AND SYSTEMATIC ANALYSIS.

I N T E R P R E T A T I O N

_____ THE PURPOSE OF INTERPRETATION IS TO DETERMINE THE ACCURACE AND CREDIBILITY OF INFORMATION BY COMPARING IT WITH INFORMATION PREVIOUSLY RECEIVED

D I S S E M I N A T I O N

_____ THE PURPOSE OF DISSEMINATION IS THE PROPER AND QUICK DISTRIBUTION OF INTELLIGENCE TO THE UNITS OR INDIVIDUALS CONCERNED IN TIME TO SERVE THEIR TACTICAL SITUATION.

* THE BELOW TO BE INCLUDED IN EACH MESSAGE

W H A T HAPPENED?

W H E N DID IT HAPPEN?

W H E R E DID IT HAPPEN?

W H O SAW IT?

EVALUATION OF INFORMATION AS TO SOURCE

A - COMPLETELY RELIABLE

B - USUALLY RELIABLE

C - FAIRLY RELIABLE

D - NOT USUALLY RELIABLE

E - UNRELIABLE

F - RELIABILITY CANNOT BE JUDGED

EVALUATION OF INFORMATION AS TO TRUTH, CREDIBILITY OR PROBABILITY

1 - REPORT CONFIRMED BY OTHER SOURCES

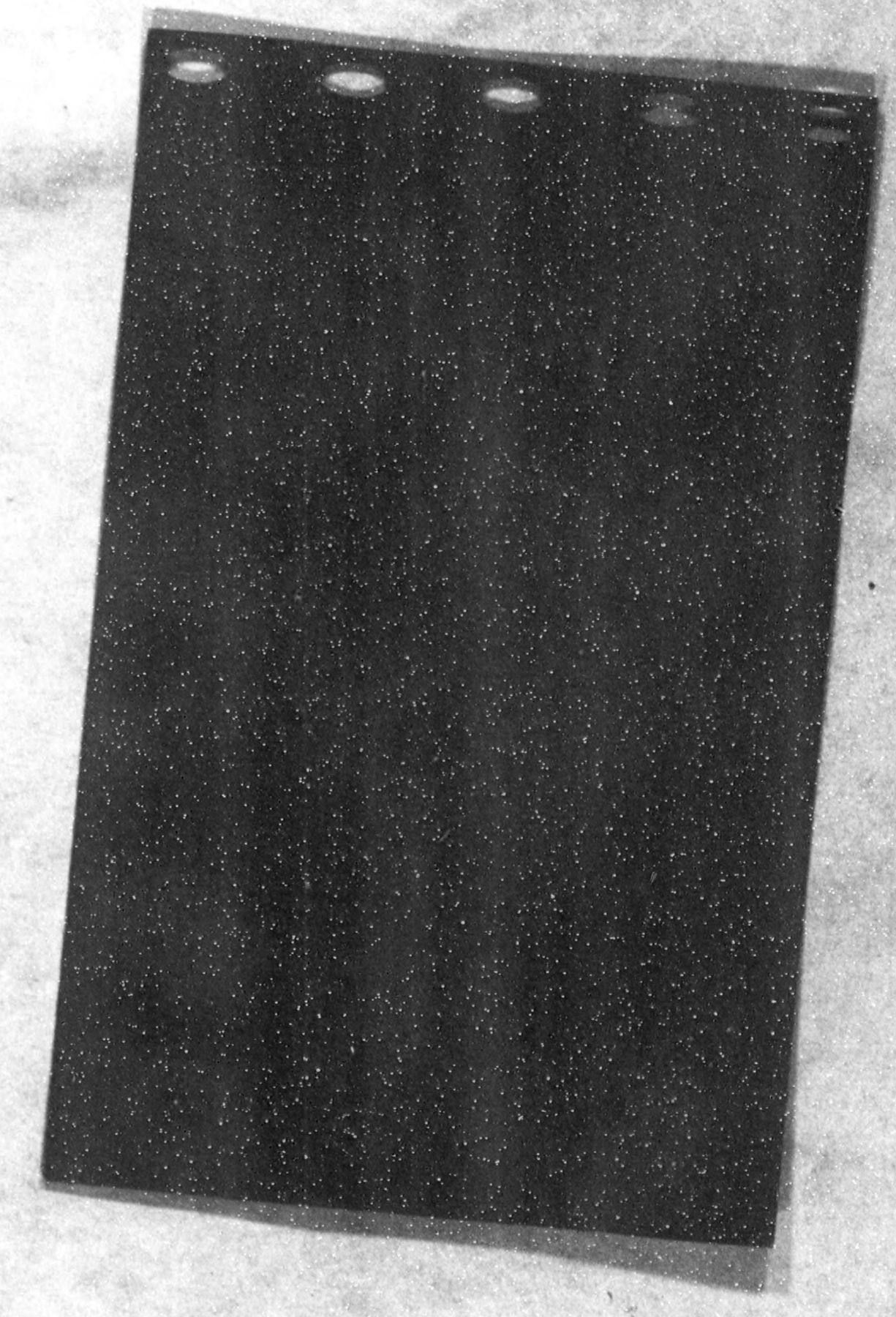
2 - PROBABLE TRUE REPORT

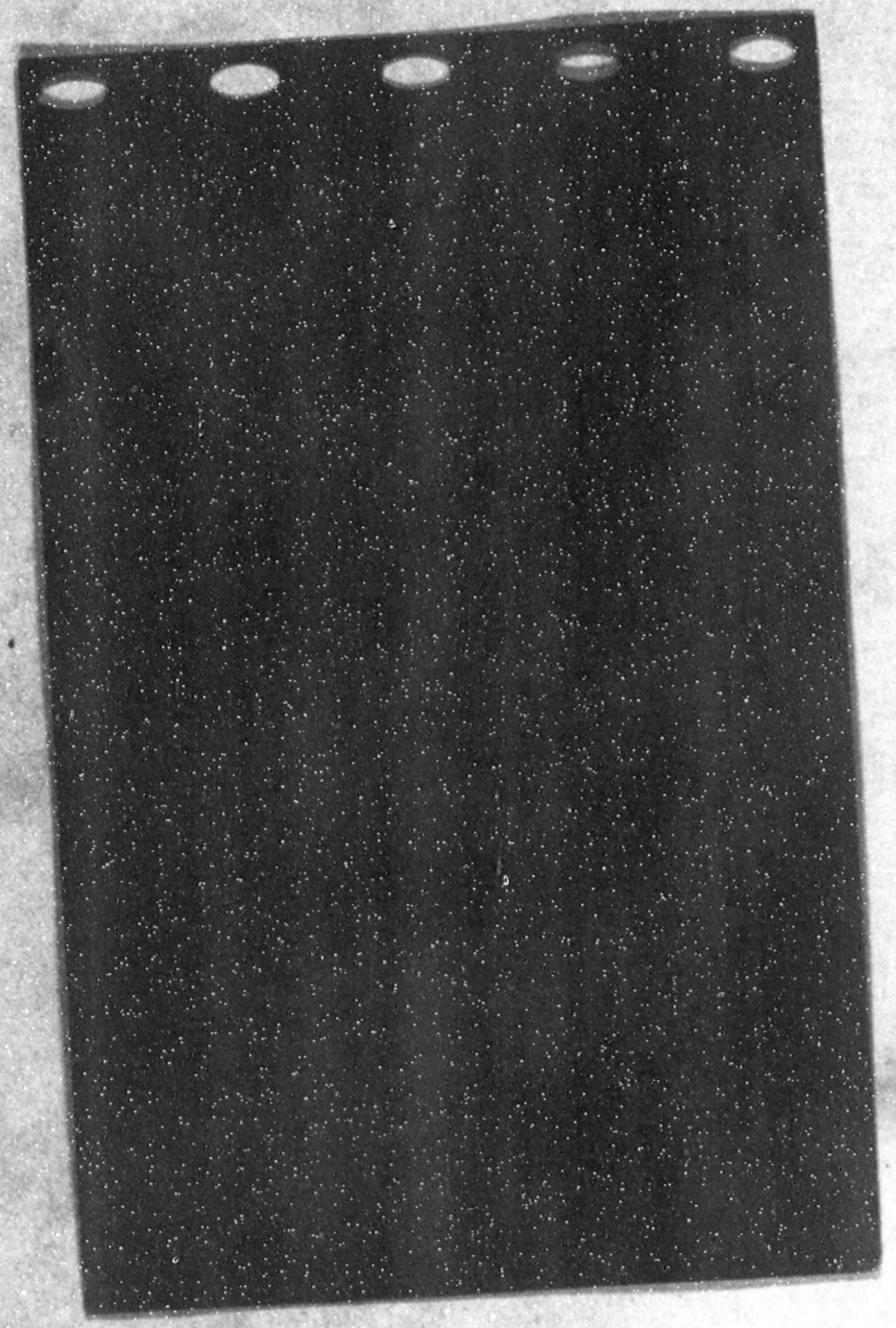
3 - POSSIBLY TRUE REPORT

4 - DOUBTFULLY TRUE REPORT

5 - IMPROBABLE REPORT

Ø - TRUTH CANNOT BE JUDGED





Fort or battery ______________ S-2/S-3 OPERATIONS RECORD from, ______________ To ______________ page

Incoming messages in BLACK. Outbound messages in RED. (date and hour) (date and hour)

From or to.							Square or Location	Target	Dir. Move	Time	Remarks
HD	G-1	G-2	G-3								

Form No. 2

Fort or battery _____ S-2/S-3 OPERATIONS RECORD from, _____ to _____ page

Incoming messages in BLACK. Outbound messages in RED. (date and hour) (date and hour)

From or to							Square or Location	Target	Dir. Move	Time	Remarks
HD	G-1	G-2	G-3								

Form No. 6

H.D.C.P. JOURNAL

S-2/S-3 OPERATIONS RECORD From _____ to _____ Page _____
(date and hour) (date and hour)

Incoming messages in BLACK. Outbound messages in RED. SDO _____ JDO _____

No.	From	To	Time In	Time Out	Remarks	Action Taken

Form No. 1 - (9 September 1943)

TT - Teletype Message
TEL - Telephone Message
M - Messenger

N - Navy
CG - Coast Guard
JOC - Joint Operations Center

NWS - Northwestern Sector
OSS - Oregon Subsector
H - HD of Columbia

N.E.C.P. JOURNAL

S-2/S-3 OPERATIONS RECORD From _____ to _____ Page _____
(date and hour) (date and hour)

Incoming messages in BLACK. Outbound messages in RED. SDC _____ JDC _____

No.	From	To	Time In	Time Out	Remarks	Action Taken

TT - Teletype Message
TM - Telephone Message
M - Messenger

N - Navy
CG - Coast Guard
JOC - Joint Operations Center

NWS - Northwestern Sector
OSS - Oregon Subsector
H - HD of Columbia

Form No. 1 - (9 September 1943)

ESSENTIAL ELEMENTS OF INFORMATION

(EEI)

The following check list is intended as a guide in listing the EEI desires:

a. Enemy's nearest elements. This includes location and number of elements; the type, characteristic, and action of each.

b. Enemy's strength, disposition, and movement. Following are typical examples of the kind of information desired. Certain information may be omitted if it has been considered previously.

(1) Elements in contact. This includes the number of ships; their location, type, armament, and speed; whether or not they are a part of a large force; and their combat efficiency.

(2) Reserves. This includes the number of ships; their location, type armament, speed, and direction of movement; and the time it will take them to get into action. Because of the mobility of naval forces, all enemy elements which can be utilized in an operation, regardless of location, must be considered as potential reserves. Information about such elements is of primary importance. From this information deductions are made as to the reserves the enemy has available for a particular operation.

c. Enemy's bases, supply, and equipment. In no form of warfare is the tactical situation more closely allied to the supply situation than in an attack on a coast. Under favorable conditions land forces may live off the country for a considerable time, but a naval force can exist but a short time without a base. Information under this heading includes location of the enemy's bases; their cases for hostile operations; the status of reserve supplies, method of supply from home ports, and adequacy thereof; measures adopted for protecting the line of communications; availability or nonavailability of other bases, particularly air bases, are susceptible to attack by our own air forces.

d. Weather and visibility. Information of present weather and visibility conditions and forecasts for the future are vital, in that frequently such conditions will be controlling factors in the enemy's operations. In particular, the velocity and direction of the wind, probably effectiveness of smoke screens, and practibility of landing operations are important.

e. Enemy's operations. It is necessary to collect information of combat activities of the enemy in order to learn his tactics and to indicate his possible lines of action. Information desired usually includes:

(1) Capital ships.
Formations used.
Are they aggressive or cautious?
Targets and ranges at which engaged.
Use of direct and indirect fire.
Use of smoke screens.
Type (high angle or flat trajectory) and caliber of guns employed and kind of projectiles used.
Do they use chemicals?

(2) Cruisers.
Formations used.
Are they aggressive or cautious?
Targets and ranges at which engaged.
Use of direct and indirect fire.
Type (high angle or flat trajectory) and caliber of guns employed and kinds of projectiles used.

(3) Destroyers.
Formations used.
Are they aggressive or cautious?
Targets and ranges at which engaged.
Are they used independently or in conjunction with other elements of the fleet?

(4) Submarines.
Are they aggressive or cautious?
How are they being used?
What have they accomplished?

(5) Mine sweepers.
Are they aggressive or cautious?
What are they operating?

How do they operate?
What have they accomplished?

(6) Mine layers.
Are they aggressive or cautious?
Where are they operating?
What have they accomplished?
Kind of mines laid.

(7) Motor torpedo boats.
Formations used.
Are they aggressive or cautious?
How do they operate?

(8) Air forces and airplane carriers.
Is the aviation aggressive or cautious?
What flights have been made over us?
Types of planes used and how armed?
Types of attack.
Size and type of bombs employed.
What was apparent purpose of each flight?
What information was probably obtained?
Did they operate from ships or advanced land bases?
Use of chemicals.

(9) Auxiliaries.
Where are they operating?
What have they accomplished?

(10) Transports.
Whichare carrying combat troops?
Which are carrying military equipment and supplies?
Where are they located?
Are they concentrated or dispersed?
What troops are aboard (estimated strength and character)?
Facilities for debarking or embarking troops (types and sizes of landing boats available).

f. Enemy casualties (including ships sunk, disabled, damaged, and captured
Information under this heading should include in addition to names and types of ships affected:
(1) Place, cause, and time of sinking.
(2) Cause and degree of disability and probably length of time before each will be fit for combat.
(3) Extent of damage and degree to which it affect combat efficiency of ships.
(4) Time, place, and disposition of each ship captured.
(5) Enemy planes destroyed.
(6) Enemy personnel casualties.

g. Hydrography as it affects probably enemy operations.
(1) Tides and currents.
(2) Channels and their depths. Possible anchorages for transports.
(3) Are water approaches to beaches obstructed by kelp, coral, rocks, or surf?

h. Terrain as it affects enemy's probably landing operations.
(1) Location of beaches suitable for enemy landing operations, and conditions under which such beaches can be used.
(2) Can enemy operate effectively after landing?
(3) Capacity of each beach.

i. Enemy's knowledge of our situation.
(1) Reconnaissance, naval and airplane.
(2) Prisoners and documents lost.
(3) Espionage.

Note. While the above elements refer particularly to naval activity, information in similar detail will, in certain situations, be required of enemy ground activity and air activity.

OUTLINE FOR UNIT REPORT

UNIT REPORT[1]
No._____

From: (Time, date)
To: (Time, date)

Unit
Date
Place

Maps:
1. ENEMY[2]

a. Show units in contact.[3]
b. Show enemy reserves that can affect our situation.[3]
c. Brief description of enemy activity during period covered by report.
d. Brief estimate of enemy strength, material means, morale, and his probably knowledge of our situation.
e. Conclusions covering plans open to the enemy which can affect our mission, including the effect of time, space, terrain, present known disposition and other factors, on each such plan, and the earliest estimated time at which the enemy can put each into effect

2. OWN SITUATION.[4]

a. Show our front line or most advanced elements.[3]
b. Location of troops, command posts, boundaries, etc.[3]
c. Location of adjacent units and supporting troops.[3]
d. Brief description of our operations during period covered by report so that higher headquarters may grasp and understand quickly the picture presented. The items that go to make up the situation as of the hour of the report should be shown on the situation map.
e. Concisely worded estimate of the combat efficiency of our command.
f. Results of operations during the period covered by the reports.[3]

3. ADMINISTRATIVE.[5]

a. Concise statement concerning status of strength of command and replacements needed.
b. Casualties, classified as shown on form 15, page 112, FM 101-5.
c. Prisoners captured.
d. Evacuation, if status is other than normal.
e. Location of supply and evacuation establishments of interest to higher headquarters. Show on situation map.
f. Concise statement concerning status of supply, i.e., rations, ammunition, gasoline, and oil. Express in terms of days of supply or days of fire, if practicable.
g. Condition of roads and circulation in area of unit. Show graphically on situation map if practicable.

4. GENERAL.[6] - Such pertinent comments regarding the situation as may be appropriate and not covered elsewhere in the report.

_____
(Grade and Organization)
COMMANDING

NOTES

1. To be prepared under the supervision of the executive.

2. Compiled from data submitted by S-2.

3. Portray on situation map if practicable.

4. Compiled from data submitted by S-3.

5. Compiled from data submitted by S-1 and S-4.

6. To be used only when directed by the commander or the executive.

G-2 or S-2 PERIODIC REPORT
From: (Time and date)
To: (Time and date)
Title
Place
Date

No.....
Maps:

1. ENEMY'S NEAREST ELEMENTS.
   a. Naval forces.
   b. Land forces.

2. ENEMY'S STRENGTH, DISPOSITION, AND MOVEMENTS.
   a. Naval forces.
      (1) Elements in contact.
      (2) Reserves.
      (3) Other forces capable of intervention.
      (4) Changes since last report.
      (5) Movements.
      (6) Naval air forces.
   b. Land Forces.
      (1) Units in contact.
      (2) Reserves.
      (3) Other forces capable of intervention.
      (4) Changes since last report.
      (5) Movements.
      (6) Army air forces.

3. ENEMY'S BASES, SUPPLY, AND EQUIPMENT.
   a. Naval (including air)
   b. Land (including air)

4. WEATHER INCLUDING VISIBILITY.

5. ENEMY'S OPERATIONS DURING PERIOD.
   a. Naval.
      (1) Capital Ships.
      (2) Aircraft carriers.
      (3) Cruisers.
      (4) Destroyers.
      (5) Mine sweepers.
      (6) Mine layers.
      (7) Submarines.
      (8) Motor torpedo boats.
      (9) Air forces (naval and military).
      (10) Transports.
      (11) Auxiliaries.
      (12) Miscellaneous.
   b. Land forces.
      (1) Mechanized forces (including cavalry).
      (2) Infantry and auxiliary weapons.
      (3) Artillery.
      (4) Antiaircraft artillery.
      (5) Chemical warfare.
      (6) Air forces.
      (7) Marines.
      (8) Miscellaneous.

6. MISCELLANEOUS.
   a. Naval forces.
      (1) Estimated enemy casualties (including air.)
      (2) Hydrography and terrain as it affects probably naval and landings by the enemy.
   b. Land forces.
      (1) Estimated enemy casualties.
      (2) Enemy defensive organization.
   c. Terrain as it affects enemy.
   d. Army enemy intelligence not specifically covered by headings of this report.

7. ENEMY'S KNOWLEDGE OF OUR SITUATION.
   a. Observation.
   b. Reconnaissance.
   c. Prisoners and documents lost; inhabitants; espionage.

8. CONCLUSIONS.
   a. Enemy capabilities that may effect accomplishment of mission of the command.
   b. A brief discussion under each enemy capability of factors in the situation favoring or restricting the enemy if he adopts that capability.

.....
(Signature of chief of section).

In preparing an S-2 report needless repetition should be avoided. For example types and characteristics of enemy naval vessels are called for under paragraph 1, "Enemy's nearest elements." The same information is called for under paragraph 2, "Elements in contact" and "Reserves." In this case when the information is completely covered in one paragraph no useful purpose is served by repeating it in another. On the other hand, it is sometimes essential to complete understanding of the report that certain information appear in two or more paragraphs. When information is given in detail in one paragraph and it is necessary to repeat it, repetition should be in the briefest form consistent with clarity. An example of this type of information appears under the heading of "Enemy's casualties." A description of enemy operations would be incomplete without reference to casualties suffered. At the same time, in order that the reader may at a glance determine casualties suffered by the enemy during the period and the effect thereof, a special paragraph is devoted to concise summing up of the information.

G-2 ESTIMATE OF THE ENEMY SITUATION

Title
Place
Time, date

1. Summary of the enemy situation.[1]

a. Enemy activities in forward areas and new identifications.

b. Movements, concentrations, and establishments in rear areas.

c. Terrain and weather as they affect the enemy.

2. Conclusions.

a. Enemy capabilities. - An enumeration of lines of action open to the enemy which may affect accomplishment of the mission of the command.[2]

b. (1) A statement of the relative probability of adoption of the foregoing lines of action when such statement can be justified.

(2) Reasons justifying any statement made in (1) above.[3]

(Signature of Chief of Section)

FOOTNOTES

1. Omit subheadings when these are not applicable.

2. A statement of capabilities should include WHAT the enemy can do, WHERE, WHEN, and in what STRENGTH.

3. This justification usually must consist of definite information of enemy dispositions which favor one or more capabilities and militate against others. Under exceptional circumstances, even though the enemy dispositions may not favor any particular capability, a thorough knowledge of the enemy's tactical doctrine, recent performances, national psychology, and the character and mentality of the hostole commander may justify an indication of priority. The basis for indicating a priority must be clearly stated.
WHEN THE ENEMY DISPOSITIONS DO NOT FAVOR ANY CAPABILITY, THE MERE FACT THAT G-2 THINKS HE WOULD ADOPT A CERTAIN LINE OF ACTION IF HE WERE IN THE PLACE OF THE ENEMY, OR THAT THE TERRAIN FAVORS A CERTAIN CAPABILITY, IS INSUFFICIENT JUSTIFICATION.

COMMANDER'S ESTIMATE OF THE SITUATION

I. MISSION

Assigned Mission (If multiple, determine priority)

II. THE SITUATION AND POSSIBLE LINES OF ACTION

a. Considerations affecting the possible lines of action.

b. Enemy Capabilities.

c. Own lines of action.

III. ANALYSIS OF POSSIBLE LINES OF ACTION

IV. COMPARISON OF OWN LINES OF ACTION

V. DECISION

NOTE: Any or all items in the estimate may be either considered mentally or reduced to writing.

RESTRICTED

WRITTEN FIELD ORDER

_____

_____

_____

FO_____

Maps:

1. INFORMATION.

   a. Enemy.

   b. Friendly forces.

2. DECISION OR MISSION

TROOPS

(Composition of tactical components of the command, if appropriate.)

3. TACTICAL MISSIONS FOR SUBORDINATE UNITS.

4. ADMINISTRATIVE MATTERS.

5. SIGNAL COMMUNICATION.

   a. Orders of employment.

   b. Command posts and axes of signal communication.

_____

Authentication
Annexes (listed):
Distribution:

BRIEFING PROCEDURE FOR PATROL

1. BRIEFING PATROL.

a. Mission.

b. Routes of Approach.

c. Enemy disposition.

d. Location of Outposts (Friendly).

e. Location of Friendly Troops.

f. Location of Friendly Patrols.

g. Challenge, Passwords, Reply.

h. Where to Send Messages.

i. Time Patrol to Return.

j. Terrain Conditions.

CLASSIFIED MILITARY INFORMATION

1. PURPOSE OF SYSTEM OF "CLASSIFIED MILITARY INFORMATION".
Military information is of varying degrees of value to the United States and to the enemy and therefore requires the exercise of varying degrees of precaution for its safety. To safeguard official matter, it must be examined and graded into catagories so that it may be recognized and accorded proper handling. For the purpose of providing the necessary variations in safeguarding the several types of critical information and to grade matter accurately and uniformly, IT IS CLASSED AS FOLLOWS:

2. AUTHORITY FOR SYSTEM: AR 380-5, 15 March 1944.

3. WHAT CAN BE CLASSIFIED?
All information concerning documents, cryptographic devices, development projects and material falling in the catagories of TOP SECRET, SECRET, CONFIDENTIAL or RESTRICTED.

4. CLASSIFICATIONS:
a. TOP SECRET: Information the security aspect of which is paramount and the unauthorized disclosure of which would cause exceptionally grave damage to the nation.
1. EXAMPLE:
a. Plans on future major operations.
b. Information concerning CIC personnel.

b. SECRET: When unauthorized disclosure would endanger national security, cause serious injury to the interest or prestige of the nation, or any government activity thereof, or would be of great advantage to a foreign nation.
EXAMPLE:
a. Plans or operations in progress.
b. Order of Battle.
c. Maps and Photos of important garrisons.
d. Strength of our forts in combat area.

c. CONFIDENTIAL: When unauthorized disclosure would be prejudicial to the interest of prestige of the nation, any governmental activity, an individual or would cause administrative embarrassment or difficulty, or be of advantage to a foreign nation.

1. EXAMPLE:
a. Investigations of individuals in disciplinary action.
b. Training documents.
c. Roster of men going overseas.

d. RESTRICTED: When information (other than TOP SECRET, SECRET OR CONFIDENTIAL) should not be published or communicated to anyone except for official purposes.
2. EXAMPLE:
a. Routine reports on supply procurement.
b. Strength reports from units remote from combat areas.

5. AUTHORITY TO CLASSIFY MATERIAL.
a. SECRET:
1. Secretary, Under Secretary or Assistant Secretary of War.
2. The Chief or an Assistant Chief of War Department General Staff.
3. Commanding Generals of AGF, AAF, ASF.
4. Chiefs of the Technical Services.
5. Any General Officer.
6. Commanding Officer of a depot, post, camp, station or independent command.
7. Commandant of a general or special service school.
8. Chief of a military mission, a military attache or a military observer.

b. CONFIDENTIAL OR RESTRICTED:
1. By any commissioned officer.

6. CHANGE OF CLASSIFICATION: The authority making the original classification, or higher authority may cancel or change the classification. This if done by

writing or stamping over the mark at the top of the first page "Classification cancelled or changed to_____, by authority of (Officer authorized to change) by (Name and grade of officer making the change and the date thereof)"

7. MARKING OF CLASSIFIED DOCUMENTS:
   a. MARKING USED: TOP SECRET, SECRET, CONFIDENTIAL OR RESTRICTED.
   b. SINGLE SHEETS: Will be marked or stamped with the appropriate classification at the top and bottom of each page.
   c. BOOK OR PAMPHLETS: Will be plainly and conspiciously marked or stamped with the appropriate marking on the cover, title page and first page.
   d. MAPS, PHOTOMAPS: Classified maps and photomaps will be appropriately marked under the scale.
   e. PHOTGRAPHIC NEGATIVES, SKETCHES, DRAWINGS, ETC: Marked so that all reporductions will show appropriate classification.

8. SPECIAL MARKINGS:
   a. AUTHORITY ON SECRET ITEMS: All secret documents will show the authority for the classification, the initials of the classifying officer and the date affixed; For EXAMPLE:
      BY ORDER OF - - - - -.
      INITIALS - - - - - - -.
      DATE - - - - - - - - .
   b. AUTHORITY ON CHANGE OF CLASSIFICATION:
      EXAMPLE:
      ~~CONFIDENCIAL~~ Strike out old classification.
      RESTRICTED Put in new change of classification
      BY ORDER OF - - - - - -
      INITIALS - - - - - - -
      DATE - - - - - - -
   c. MARKING ON DOCUMENTS FOR CIVILIANS: These documents will in addition to being marked TOP SECRET, SECRET, CONFIDENTIAL or RESTRICTED will contain the following: "This document contains information effecting the national defense of the United States within the meaning of the ESPIONAGE ACT, 50 U.S.C. 31 and 32, as amended. Its transmission or the revelation of its contents in any manner to an unauthorized person is prohibited by law". (This ESPIONAGE ACT Contains a $10,000 fine or 10 years imprisonment or both).

9. DISCLOSURE OF CLASSIFIED INFORMATION.
   a. Never disclose to persons solely by virtue of grade or rank.
   b. Disclose only to those persons or individuals whose official duties require such knowledge or possession.
   c. TOP SECRET only to persons specifically designated.

10. RESPONSIBILITY FOR SAFEGUARDING CLASSIFIED INFORMATION: All military personnel (civilian personnel under the jurisdiction of the Army or Navy) seeing, hearing or handling classified information.

11. REGISTRATION OF DOCUMENTS: Any mail can be registered by officers authorized to originate and issue SECRET, CONFIDENTIAL OR RESTRICTED documents. The purpose of registration is to assure accountability and should contain registration number, short title and office of record.

12. SOME PRINCIPLES OF CLASSIFICATION:
   a. Judgement, discretion and experience should be used.
   b. There is always the danger of overclassification.
   c. Honoring of mixed classification should not be tolerated.

13. TRANSMISSION OF CLASSIFIED INFORMATION:
   a. TOP SECRET:
      (1) Specially designated couriers (when practicable, only US Army Officers).
   b. SECRET:
      (1) Interoffice, or within camp or station.
         (a) CO will provide for the security of interoffice transmission of SECRET Documents.
      (2) Within this Country:
         (a) Officer messenger or courier (including Warrant Officers).
         (b) US registered mail (including registered air mail).

(c) Protected commercial express (air or rail).
(d) US military aircraft (entrusted to member of crew - except for pilot).

(3) Outside this country:
(a) Officer courier (including Warrant Officers).
(b) US registered mail through Army Postal Service (provided does not pass through foreign postal system).
(c) Diplomatic pouch (registered through neutral countries).
(d) US or Allied military aircraft (member of crew).
(e) Commanding Officers of Army Transports.
(f) Reliable citizens of the United States.

c. CONFIDENTIAL:
(1) Within this country:
(a) May use anyauthorized messenger.
(b) May use regular mail if in opinion of sending officer no serious injury will result from loss.

(2) Outside this country: Same as SECRET.

d. RESTRICTED:
(1) Within this country:
(a) Authorized messenger.
(b) Ordinary mail, express (mail or air) freight.

(2) Outside this country:
(a) Vessels or aircraft of US or allied registry or under US control and operation and is not passing through foreign postal system.
(b) US registered mail through Army Postal Service (provided it does not pass through foreign postal system).
(c) Diplomatic pouch (required through neutral countries).

e. REGISTERED DOCUMENTS:
(1) SECRET, CONFIDENTIAL AND RESTRICTED documents when registered will be transmitted by means given for SECRET documents.

14. GENERAL GUIDES ON TRANSMISSION.
a. "Double Envelope" required with TOP SECRET, SECRET AND CONFIDENTIAL.
b. "Receipt Form" required with TOP SECRET and SECRET, optional with CONFIDENTIAL.
c. "Certificate of Transfer" required with all registered material.

15. STORAGE OF CLASSIFIED MATERIAL.
a. UNREGISTERED:
(1) SECRET AND CONFIDENTIAL documents will be stored in the most secure files available in a room that is kept locked when not in use.
(2) RESTRICTED DOCUMENTS: Will be stored and handled in such a manner as to insure a reasonable degree of security.

b. REGISTERED:
(1) Registered documents will be stored in the most secure space available, preferably the equivalent of a three combination safe. If not available then the documents should be kept under constant guard. Field lock safes will be considered as equivalent of three-combination safes in the field.

c. ADDITIONAL SAFEGUARDS:
(1) INSPECTIONS OF DOCUMENTS.
(2) USE ONLY RELIABLE PERSONNEL.
(3) CHANGE COMBINATION WHEN PERSONNEL CHANGES.

16. DESTRUCTION OF CLASSIFIED MATERIAL.
a. GENERAL RULE
Burn, stir, scatter.
b. "Certificate of destruction" is required for all registered documents.
c. All notes, carbons and stencils should be burned, stirred and scattered.

TYPE	CLASS	SYMBOL
Battleship	Battleship	BB
Cruiser	Heavy Cruiser	CA
	Large Cruiser	CB
	Battle Cruiser	CC
	Flying-deck Cruiser	CF
	Light Cruiser	CL
Aircraft Carrier	Aircraft Carrier	CV
	Seaplane Carrier	CVS
	Aircraft Carrier Escort	CVE
	Auxiliary Aircraft Carrier	ACV
Destroyer	Destroyer	DD
	Destroyer Leader	DL
	Destroyer Escort Vessel	DE
Submarine	Submarine	SS
	Mine-laying submarine	SM
Mine Vessel	Mine layer	CM
	Mine Layer, coastal	CMc
	Light mine layer	DM
	Mine sweeper, high speed	DMS
	Mine sweeper	AM
	Mine sweeper, coastal	AMc
Patrol Vessel	Submarine chaser	PC
	Eagle	PE
	Gunboat	PG
	River gunboat	PR
	Motortorpedo boat	PT
	Motor boat, submarine chaser	PTC
	Yacht	PY
	Yacht, coastal	PYc
Auxiliary	Crane ship	AB
	Collier	AC
	Destroyer tender	AD
	Ammunition ship	AE
	Provision storeship	AF
	Miscellaneous auxiliary	AG
	Seagoing dredge	AGD
	Lighthouse tender	AGL
	Surveying ship	AGS
	Hospital ship	AH
	Cargo ship	AK
	Deep-hold cargo ship	AKD
	General-stores-issue ship	AKS
	Aircraft supply ship	AKV
	Net cargo ship	AKN
	Lightship	AL
	Net-laying shi-	AN
	Oiler, or fuel-oil tanker	AO
	Gasoline tanker	AOG
	Transport	AP
	Animal transport	APA
	Artillery barge	APB
	Cavalry transport	APC
	High speed (destroyer)	APD
	Administration flagship	APF
	Supporting gunnery ship	APG

TYPE	CLASS	SYMBOL
Auxiliary (Continued)	Transport fitted for evacuation of wounded	APH
	Labor transport or barrack ship	APL
	Mechanized-artillery transport	APM
	Non-mechanized-artillery transport	APN
	Troop barge, class A	APP
	Troop barge, class B	APT
	Aircraft transport	APV
	Repair ship	AR
	Cable repairing or laying ship	ARC
	Floating drydock	ARD
	Heavy-hull repair ship	ARH
	Heavy-machinery-repair ship	ARM
	Salvage vessel	ARS
	Aircraft repair ship	ARV
	Submarine tender	AS
	Submarine-rescue vessel	ASR
	Ocean-going tug	AT
	Seaplane tender	AV
	Catapult lighter	AVC
	Seaplane tender (destroyer)	AVD
	Seaplane tender (small)	AVP
	Aircraft-rescue vessel	AVR
	Distilling ship	AW
	Water tanker	AWK
	Airship tender (lighter than air)	AZ
District Craft	Boats	
	Ambulance	YH
	House	YHB
	Barges	
	Fuel Oil	YO
	Gasoline	YOG
	Oil storage	YOS
	Pontoon stowage	YPK
	Sludge removal	YSR
	Stevedoring	YS
	Torpedo testing	YTT
	Water	YW
	Chambers, submarine rescue	YRC
	Derricks	
	Floating	YD
	Seaplane wrecking	YSD
	Dredges	YM
	Ferryboats and launches	YFB
	Floats, car	YCF
	Lighters	
	Ammunition	YE
	Ash	YA
	Covered	YF
	Garbage	YG
	Open	YC
	Open cargo	YCK
	Net tender	YN
	Gate vessel	YNG
	Motor mine sweeper	YMS
	Patrol vessels, District	YP
	Pile drivers, floating	YPD
	Pontoons, salvage	YSP
	Scows, boating	YHT
	Tugs	
	Harbor	YT
	Motor	YMT
	Workshops, floating	YR